

(3) REQUEST TO TRANSFER LIABILITY

111 Maryland Avenue
Rockville MD 20850

CITATION NO. RK0000012345

VEHICLE Year, Make and Model: 2009 Ford Truck

License Plate Number: ABC-123 State: MD

Citation issued To: ABC Heating and Air Conditioning

Address: 123 Everywhere Boulevard
Anywhere, MD 00000

AFFIDAVIT

My name is Jane Roe. I am the Office Manager for ABD Heating and Air Conditioning. The above citation was issued to ABD for a speed camera violation under the Safe Speed Program. The following employee was operating this truck at the time of the violation:

Name: John Jones

Address: 11111 Anywhere Avenue, Apt. 123
Anywhere, MD 00000

DOB: Jan. 12, 1900

Driver's License No: J-123-456-789-147 MD.

I have attached a copy of the company's work orders and a copy of our internal assignment logs evidencing that Mr. Jones was operating the above vehicle during the period when the citation was issued. Please transfer liability for this citation from ABD Heating and Air Conditioning to Mr. John Jones.

I do declare or affirm under the penalties of perjury that the above statement is true and correct to the best of my knowledge, information and belief.

Title

Print Name

Date

Signature

Company Address:

Attachments:

1. Copy of Work Orders
2. Copy of Vehicle Assignment